

Test Accommodations Coordinator
Checklist of Dates for MME Testing Spring 2009
Accommodations Testing Windows

Day 1 - March 10 - 24, 2009

Day 2 - March 11 - 25, 2009

Day 3 - March 12 - 26, 2009

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|--|---|
| <input type="checkbox"/> Week of August 25, 2008 | Test Center Renewal and Establishment packets mailed to high school principals and informational copies mailed to District Assessment Coordinators (DACs); Spring 2009 MME Workshop Registration information included |
| <input type="checkbox"/> September 8, 2008 | Spring 2009 MME Training Online Workshop Registration begins |
| <input type="checkbox"/> September 10, 2008 | MME Webcast - Spring 2009 Preparation |
| <input type="checkbox"/> September 11, 2008 | MME Webcast - TAC Briefing: Special Populations Testing (IEP, Section 504, and ELL students) |
| <input type="checkbox"/> September 11, 2008 | Accommodations Summary Table, TAC Header, and Practice Test - Special Formats Order Form available on the MME website at www.michigan.gov/mme |
| <input type="checkbox"/> September 19, 2008 | Receipt Deadline: Renewal & Establishment packet materials due back at ACT from Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC) |
| <input type="checkbox"/> September 29, 2008 | Receipt Deadline: Spring 2009 MME Training Online Workshop Registration closes |
| <input type="checkbox"/> October 27 - 31, 2008 | All MME Test Supervisors, Back-up Test Supervisors, and Test Accommodation Coordinators who have not previously attended training are required to attend a half day regional training session. Please note that even if all staff from your school have previously attended the training workshop we strongly recommend that the Test Supervisor or Back-up from your school attend one of the training workshops this October due to the changes to the Spring 2009 MME. |
| <input type="checkbox"/> December 1, 2008 | Receipt Deadline for Requests for ACT-Approved Accommodations for Day 1 for students enrolled as of November 1, 2008 |
| <input type="checkbox"/> December 1, 2008 | TAC prepares Accommodations Worksheet for Day 2 and Day 3 Accommodated materials to be ordered on the OEAA Secure Site - Note: materials may be ordered through January 13, 2009. |
| <input type="checkbox"/> December 1, 2008 - January 13, 2009 | Order accommodated materials for Day 2 and Day 3 on the OEAA Secure Site. |
| <input type="checkbox"/> December 12, 2008 | Receipt Deadline for Proposal for Off-Site Administration due to ACT |
| <input type="checkbox"/> January 23, 2009 | Receipt Deadline for ACT to receive State-Allowed Accommodations Applications for Day 1(not college reportable) |
| <input type="checkbox"/> January 23, 2009 | Receipt Deadline for ACT to receive Requests for ACT-Approved Accommodations for students new to school between November 1, 2008 - January 23, 2009 |

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| <input type="checkbox"/> January 26, 2009 - February 6, 2009 | <p>ACT mails to TAC a preliminary roster of student(s) approved for Day 1 ACT-approved accommodations. TAC reviews accommodations, timing code, and test format approved for each student, and must contact ACT with questions or changes by February 6, 2009.</p> <p>Schools finalize arrangements to meet testing requirements for accommodations testing (plans for selecting adequate number of rooms based on separating ACT-approved accommodations from state-allowed accommodations, testing different timing codes in separate rooms, etc.).</p> |
| <input type="checkbox"/> February, 2009 | <p>TAC trains staff assigned to help with accommodations testing.</p> |
| <input type="checkbox"/> February 13, 2009 | <p>Receipt deadline for faxed Applications for State-Allowed Accommodations for students new to school between January 23 - February 13, 2009.</p> <p>Receipt deadline to receive requests for transferring students previously accounted for (both ACT-Approved or State-Allowed) from one school in Michigan to a different school.</p> |
| <input type="checkbox"/> February 13, 2009 | <p>Receipt deadline for new fax Requests for ACT-Approved Accommodations due to medical emergencies</p> |
| <input type="checkbox"/> February 13, 2009 | <p>Final decisions made for Day 1 ACT-approved accommodations. Those who have not applied for state-allowed accommodations or have not been approved for ACT accommodations must test with standard time and materials <i>without</i> accommodations.</p> |
| <input type="checkbox"/> Late February 2009 - Early March, 2009 | <p>TAC arranges to receive pre-gridded (from Pre-Test session) answer folders from Test Supervisor for students testing with accommodations.</p> |
| <input type="checkbox"/> Week of March 2, 2009 | <p>TAC receives and checks in separate shipments from ACT of:</p> <ol style="list-style-type: none"> 1) final roster of ACT-approved accommodations students and student authorization letters 2) shipment of Day 1 ACT-approved accommodated test materials 3) if applicable, Day 1 ACT state-allowed accommodations materials 4) shipment of Day 2 accommodated test materials from ACT 5) shipment of Day 3 accommodated test materials from Measurement, Inc. 6) after check-in, place in locked storage |
| <input type="checkbox"/> March 10-24, 2009 | <p>Day 1 (ACT Plus Writing) Accommodations testing window for both ACT-Approved and State-Allowed testing</p> |
| <input type="checkbox"/> March 11-25, 2009 | <p>Day 2 (WorkKeys) Accommodations testing window -- Note: Day 1 testing must be completed before starting Day 2 for an individual student</p> |
| <input type="checkbox"/> March 12-26, 2009 | <p>Day 3 (Michigan Mathematics, Science, and Social Studies) Accommodations testing window -- Note: Day 1 and Day 2 testing must be completed for an individual student before starting Day 3 testing</p> |
| <input type="checkbox"/> March 12, 2009 | <p>Receipt Deadline for placing additional Accommodations orders for Day 2 and Day 3.</p> |
| <input type="checkbox"/> March 26, 2009 | <p>Fed Ex picks up Day 1 and Day 2 Makeup and Accommodated materials for return to ACT in Iowa City, IA</p> |
| <input type="checkbox"/> March 27, 2009 | <p>Fed Ex picks up Day 3 Makeup and accommodated materials for return to Measurement, Inc. in Durham, NC</p> |